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HAWAII ADMINISTRATIVE RULES

TITLE 17

DEPARTMENT OF HUMAN SERVICES

SUBTITLE 6 FAMILY AND ADULT SERVICES DIVISION

CHAPTER 680

ELIGIBILITY AND BENEFIT DETERMINATION

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Historical Note: This chapter is based substantially on sections 17-621-44, 17-621-45, 17-621-46 [Eff 12/24/84, am 8/29/85; am 7/14/86; am 10/11/87; am 12/16/88; am 3/28/89; am 6/12/90; R 3/19/93] §§17-626-2, 17-626-3, 17-626-8, 17-626-9, 17-626-19 [Eff 7/19/82; am 11/16/82; am 2/15/83; am 6/6/83; am 11/12/83; am 12/24/84; am 8/29/85; am 7/14/86; am 5/2/87; am 8/15/87; am 1/28/88; am 4/15/89; am 6/12/90; am 10/4/90; am 2/11/91; R 3/19/93] §§17-716-2, 17-716-57 [Eff 7/19/82; am 4/1/83; am 10/1/83; am 7/23/84; am 8/16/86; am 12/27/86; am 10/26/87; am 12/30/88; am 10/19/89; am 7/20/91; am 8/30/91; am 1/27/92; R 3/19/93] §§17-718.1-2, 17-718.1-3, 17-718.1-5, 17-718.1-8, 17-718.1-9, 17-718.1-11, 17-718.1-12, 17-718.1-18, 17-718.1-19, 17-718.1-20, 17-718.1-21 [Eff 12/27/86; am 10/23/87; am 4/28/88; 5/4/89; am 6/1/89; am 7/24/89; am 8/25/90; R 3/19/93] §§17-719-2, 17-719-10, 17-719-11, 17-719-12, 17-719-12.1, 17-719-12.2, 17-719-12.3, 17-719-13 [Eff 7/19/82; am 10/2/82; am 10/1/83; am 6/8/84; am 7/23/84; am 3/1/85; am 7/14/86; am 9/2/86; am 10/6/89; am 12/27/86; am 8/31/87; am 4/28/88; am 6/27/88; am 7/24/89; am 10/19/89; am 8/25/90; am 7/20/91; R 3/19/93] §§17-744-3, 17-744-47, 17-744-48.1, 17-744-48.2, 17-744-64, 17-744-68, 17-744-71 [Eff 7/19/82; am 3/28/83; am 8/23/84; am 2/22/88; am 6/11/88; am 8/15/88; am 1/1/89; am 3/28/89; am 7/20/89; am 10/1/89; am 10/4/90; R 3/19/93]

SUBCHAPTER 1

GENERAL PROVISIONS

§17-680-1 Purpose. The purpose of this chapter is to establish how eligibility and the amount of benefits will be determined for the financial and food stamps assistance programs. [Eff 3/19/93; am 8/1/94] (Auth: HRS §346-14) (Imp: HRS §346-14)

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§17-680-2 Definitions. As used in this chapter:

"Budget month" means the calendar month from which the department shall use income to compute the amount of benefits for the corresponding payment month.

"Payment month" means the calendar month for which the department shall issue or provide benefits.

"Prospective budgeting" means the department's best estimate of the income and circumstances which will exist in a calendar month. This estimate shall be based on the department's reasonable expectation and knowledge of current, past, or future circumstances. In this case, the payment and budget month are the same.

"Report month" means the calendar month following the budget month.

"Retrospective budgeting" means the computation of the amount of benefits for a payment month based on the actual income which existed in the corresponding budget month and circumstances which exist in the payment month. The payment month is the second month following the budget month. [Eff 3/19/93] (Auth: HRS §346-14) (Imp: HRS §346-14; 7 C.F.R. §271.2; 45 C.F.R. §233.31)

§§17-680-3 to 17-680-5 (Reserved).

SUBCHAPTER 2

FINANCIAL ASSISTANCE PROVISIONS

§17-680-6 Definitions. As used in this subchapter:

"Assistance unit" means persons whose needs, income, and assets are considered in determining eligibility and the amount of assistance.

"Change in circumstance" means any event, reported or unreported to the department, which alters or changes the conditions on which eligibility for or the amount of assistance was last determined. Changes in

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circumstance shall include, but not be limited to, changes in household composition, employment, educational or training status, rehabilitation status, the source of income, the amount of income, the recipient's needs, residence, or the severity of a disability or blindness.

"Disregarded income" means that portion of the individual's earned or unearned income which the department shall not budget or consider in determining eligibility for or the amount of the financial assistance payment.

"Family" means any person or persons requesting or receiving assistance.

"Initial two months" means any calendar month in which a family applies for financial assistance, requests restoration of a suspended financial assistance payment, or experiences a change in the category of assistance. In addition, the calendar month following the month of application, restoration, or change of category shall be considered the second month of the initial two months.

"Lump sum income" means income received or available to be received by an individual that would not normally be repeated. Lump sum income may be paid in one or several payments, provided there is a set amount owed to the individual, the purpose of the payments is to liquidate the amount owed, and the payments are never intended to be of a continuous nature. Examples of lump sum income include, but shall not be limited to annual tax refunds defined as income, retroactive social security benefits, retroactive earned income, insurance settlements, or intermittent income. Educational loans, grants and scholarships shall not be considered lump sum income. [Eff 3/19/93; am 01/22/02] (Auth: HRS §346-14) (Imp: HRS §346-14; 45 C.F.R. §§233.10, 233.20, 233.31)

§17-680-7 General Requirements. (a) A prospective budgeting method shall be used to determine eligibility for financial assistance which shall include the department's best estimate of the family's standard of assistance, standard of need, monthly

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assistance allowance, family's assets, family's income, and other eligibility factors in the payment month.

(b) The family shall be ineligible for assistance in any payment month the department prospectively determines the family's income equals or exceeds the family's standard of assistance, the equity value of the family's assets exceeds the family's personal reserve standard, or when the family fails to meet other eligibility conditions except when a family is suspended under section 17-680-11.

(c) The monthly assistance allowance, standard of need, and standard of assistance under chapter 17-678 shall apply in determining eligibility and the amount of the financial assistance.

(d) The financial assistance payment shall be rounded down to the next lower whole dollar.

(e) The minimum monthly financial assistance payment shall be \$10:

(1) When the monthly financial assistance payment is less than \$10, no payment shall be made; and

(2) The family shall be considered a financial assistance recipient for all other purposes, including eligibility for medical assistance.

(f) Recipients shall report all changes and expected changes in income, assets, family composition, and other circumstances affecting eligibility and the amount of financial assistance within ten days of the date the recipient learns of the change. [Eff 3/19/93] (Auth: HRS §346-14) (Imp: HRS §§346-14, 346-53; 45 C.F.R. §§233.10, 233.20, 233.33, 233.34, 233.36)

§17-680-8 Gross income limit. An assistance unit shall be ineligible for financial assistance when the assistance unit's total gross income exceeds one hundred eighty-five per cent of the family's standard of need. When the department determines that:

(1) An applicant's gross income will be in excess of the one hundred eighty-five per cent

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- limit, the applicant shall be ineligible for that payment month; and
- (2) The recipient's gross income expected in a current or future payment month will be in excess of the one hundred eighty-five per cent limit or the recipient's gross income received in a current or prior payment month exceeds the one hundred eighty-five per cent limit, the recipient shall be ineligible for that payment month except when a recipient is suspended under section 17-680-11. [Eff 3/19/93] (Auth: HRS §346-14) (Imp: HRS §§346-14, 346-53; 45 C.F.R. §§233.20, 233.34)

§17-680-9 Net income limit. An assistance unit shall be ineligible for financial assistance when the assistance unit's total net income exceeds the family's standard of need or standard of assistance. When the department determines that:

- (1) An applicant's net income will be in excess of the standard of need or standard of assistance, the applicant shall be ineligible for that payment month; and
- (2) The recipient's net income expected in a current or future payment month will be in excess of the standard of need or standard of assistance or the recipient's net income received in a prior or current payment month exceeds the recipient's standard of need or standard of assistance, the recipient shall be ineligible for that payment month except when the recipient is suspended under section 17-680-11. [Eff 3/19/93] (Auth: HRS §346-14) (Imp: HRS §§346-14, 346-53; 45 C.F.R. §§233.20, 233.34)

§17-680-10 Prospective budgeting for the initial two months. (a) The amount of financial assistance

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payment for the initial two months of eligibility shall be determined prospectively when the:

- (1) State general assistance (GA) or state assistance to the aged, blind, or disabled (AABD) family did not receive financial assistance in the same program in the two previous payment months or was not eligible for a payment of less than \$10 in the same program in the two previous payment months; or
- (2) Federally or state funded aid to a family with dependent children (AFDC) did not receive financial assistance under AFDC in the two previous payment months or was not eligible for a payment of less than \$10 under AFDC in the two previous payment months.

(b) The amount of financial assistance payment for the initial two months of eligibility shall be determined retrospectively when the:

- (1) State GA and state AABD received financial assistance in the same program in the two previous payment months or was eligible for a payment of less than \$10 in the same program in the two previous payment months; or
- (2) Federally or state funded AFDC received financial assistance under AFDC in the two previous payment months or was eligible for a payment of less than \$10 under AFDC in the two previous payment months.

(c) The amount of financial assistance payment shall be determined retrospectively when the initial month follows a one month suspension under section 17-680-11, the category remains the same as specified in subsection (b), and the assistance unit's circumstances have not changed significantly from those reported in the corresponding budget month. A significant change in circumstance shall be limited to loss of employment, loss of all income, or receipt of a new or additional source of income.

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(d) The amount of financial assistance payment shall be determined prospectively in the initial month following a one month suspension when the family does not meet the conditions specified in subsection (c).

(e) When the financial assistance payment in the initial month is computed prospectively, the second month shall also be computed prospectively.

(f) The rules on recovering overpayments specified in chapter 17-683 shall apply when an overpayment occurs as a result of determining the amount of income prospectively.

(g) The rules on correcting underpayments specified in chapter 17-683 shall apply when an underpayment occurs as a result of determining the amount of income prospectively. [Eff 3/19/93; am 9/26/97] (Auth: HRS §§346-14, 346-29, 346-53) (Imp: 45 C.F.R. §233.34)

§17-680-11 Retrospective budgeting after the initial two months. (a) After the initial two months of eligibility under section 17-680-10, the assistance unit's financial assistance payment shall be based on the actual income which existed in the budget month and the best estimate of circumstances that will exist in the payment month.

(b) For the first and second payment month retrospective budgeting is used, the department shall not consider income from the budget month already considered for any payment month determined prospectively when the department determines there is no income available to the family in the first or second month of retrospective budgeting except when payment is determined under section 17-680-10(b).

(c) The department shall suspend financial assistance for a corresponding payment month, rather than suspending financial assistance in the budget month, when:

- (1) The family's income or other circumstances in that budget month results in the family's

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- (2) ineligibility for financial assistance for that budget month only; and
- (2) The family would have been prospectively eligible for the corresponding payment month except that ineligibility for that one payment month is caused by the income or other circumstances from the corresponding budget month. [Eff 3/19/93] (Auth: HRS §§346-14, 346-53) (Imp: 45 C.F.R. §§233.34, 233.35)

§17-680-12 Benefit determination. (a) The monthly financial assistance payment for individuals, who are prospectively determined eligible, shall be determined by subtracting the monthly net income from the monthly standard of assistance regardless of the date of application.

(b) The monthly financial assistance payment shall be provided as follows:

- (1) Recipients shall be provided the full monthly financial assistance payment;
- (2) Applicants shall be provided the full monthly financial assistance payment when they apply on the first of the month; or
- (3) Applicants shall be provided a prorated initial monthly financial assistance payment when they apply between the second to the end of the month as follows:
 - (A) When the family meets all conditions of eligibility, financial assistance shall be provided from the date of application;
 - (B) The department shall use a standard thirty-day month in determining the amount of the financial assistance payment. Any family applying on the thirty-first of a month shall be treated as though it applied on the thirtieth of the month;

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- (C) The department shall multiply the amount of the monthly financial assistance by the ratio of thirty-one minus the calendar day the family applied to a standard thirty-day month. The department shall take the decimal quotient, obtained in calculating the ratio, to an accuracy of four decimal places and drop the remaining decimals. For example, the prorated financial assistance payment for a family applying on the twelfth of a month whose monthly financial assistance amount is \$300 shall be calculated as follows: $\$300 \times (31 - 30) = \$300 \times .6333 = \$189.99$; and
- (D) The prorated financial assistance payment shall be rounded down to the next lower whole dollar. The family who is eligible for a payment between \$.01 and \$9.99 prior to rounding down shall not receive a payment but shall be considered a financial assistance recipient for all other purposes. [Eff 3/19/93] (Auth: HRS §346-14) (Imp: HRS §§346-14, 346-53; 45 C.F.R. §§206.10, 233.10, 233.20)

§17-680-13 Processing changes in family size.

(a) When application is made to include an individual and the individual is prospectively determined eligible to be added to the assistance unit the department shall determine the amount of financial assistance as follows:

- (1) Determine the new standard of assistance which includes the needs of the existing family members and the individual being added;
- (2) Include the income of the individual being added:

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- (A) Prospectively when the individual was not included in the same category of assistance in the two previous months;
or
 - (B) Retrospectively when the individual was included in the same category of assistance in the two previous month;
- (3) Determine the amount of the full month's financial assistance entitlement the family is eligible to receive which includes the needs and income of the individual being added for the month the individual is added;
 - (4) Determine the difference between the amount obtained in paragraph (3) and the amount of the full month's financial assistance entitlement the family received or was eligible to receive prior to the individual being added; and
 - (5) Determine the amount of the corrective payment or overpayment by multiplying the amount obtained in paragraph (4) by the ratio of thirty-one minus the calendar day the individual is eligible to be added to a standard thirty day month. The department shall take the decimal quotient, obtained in calculating the ratio, to an accuracy of four decimal places and drop the remaining decimals. For example, when an individual is added on the tenth of a month and the difference obtained in paragraph (4) is \$40, the corrective payment or overpayment would be \$28 ($31 \text{ minus } 30 = .7000 \times \40).
- (A) When the amount obtained in paragraph (3) is greater than the amount of the full month's financial assistance entitlement the family received or was eligible to receive prior to the individual being added, the family shall be eligible to receive a corrective payment.

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(B) When the amount obtained in paragraph (3) is less than the amount of the full month's financial assistance entitlement the family received or was eligible to receive prior to the individual being added, the family shall be considered overpaid.

(b) The department shall not continue to deem the income of an individual living in the same home and not included in the financial assistance payment effective the month the individual is included in the financial assistance payment. The department shall follow the rules in subsection (a) to determine the family's eligibility and amount of financial assistance payment for the month the individual is added.

(c) When an individual leaves the assistance unit, the department shall:

- (1) Include the recipient's needs in the financial assistance payment the month the individual leaves the assistance unit provided the recipient was eligible on the first of the payment month.
- (2) Exclude the individual's needs when the individual is not a member of the assistance unit on the first of the month; and
- (3) Exclude the individual's income when the individual's income is not used to determine eligibility for the payment month. [Eff 3/19/93] (Auth: HRS §346-14) (Imp: HRS §§346-14, 346-53; 45 C.F.R. §§233.34, 233.35)

§17-680-14 Budgeting of lump sum income. (a) The gross earned lump sum income shall be added to all other nonexempt gross monthly earned income of the assistance unit and applicable categorical disregards shall be applied in determining the monthly net earned income. When the individual receives a lump sum or retroactive earned income, the earned income disregards shall be allowed for the period during which the income is earned rather than when it is paid.

(b) The gross unearned lump sum income shall be added to the nonexempt gross monthly unearned income of

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the assistance unit in determining the monthly gross unearned income.

(c) The monthly net earned income shall be added to the monthly gross unearned income in determining the total monthly net income.

(d) When the assistance unit's total monthly net income exceeds the standard of need because of receipt of earned or unearned lump sum income, the following rules shall apply:

- (1) The assistance unit shall be ineligible for financial assistance for the number of months derived by dividing the total monthly net income by the standard of need applicable to the assistance unit in the month the lump sum income is received. The standard of need shall include the needs of the family receiving financial assistance and any other individual whose lump sum income is counted;
- (2) All income remaining after this calculation shall be counted as income available in the first month following the period of ineligibility and shall be added to the total net monthly income; and
- (3) The period of ineligibility shall begin as follows:
 - (A) The month the lump sum income is received when the income of the individual who received the lump sum income is budgeted prospectively; or
 - (B) The month following the month the lump sum income is received when the income of the individual who received the lump sum income is budgeted retrospectively.

(e) The department shall shorten the remaining period of ineligibility when the family submits an application and:

- (1) The lump sum income or a portion thereof becomes unavailable to the family due to:
 - (A) A loss or theft which shall be verified by the police or other law enforcement officials. If the individual or family recovers the total or a portion of the total lump sum income, the department shall consider that amount a lump sum income and shall budget that amount as provided in subsection (d); or

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- (B) The individual with control over the lump sum income leaves the home with the total or a portion of the lump sum income:
 - (i) The individual who left the family shall remain ineligible during the period of ineligibility; and
 - (ii) If the individual returns to the family during the period of ineligibility, the department shall reinstate the period of ineligibility effective the month the individual returned to the family;
- (2) The family incurs and pays for medical expenses authorized under the department's medical assistance program;
- (3) The standard of need increases due to a cost of living adjustment or an addition to the family unit:
 - (A) The maximum amount the department shall consider is specified in chapter 17-678; and
 - (B) The following procedure shall be used to redetermine the period of ineligibility:
 - (i) Determine changes in the standard of need between the initial period of ineligibility up through the month of application;
 - (ii) Subtract the amount determined in clause (i) from the initial lump sum or the subsequent revised balance amount; and
 - (iii) Divide the amount obtained in clause (ii) by the new standard of need in effect the month the individual applies to determine the number of months of disqualification from the initial or subsequent redetermination, whichever is the most current; or
- (4) The family incurs and pays for funeral or burial expense for a spouse, a son, a daughter, or a parent.

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(f) Other changes in circumstances, not included in subsection (e), shall not alter the period of ineligibility or the income that is considered available in the first month following the period of ineligibility.

(g) The lump sum income received by a nonrecipient stepparent shall be deemed available to the family and considered under chapter 17-676. When the family is determined ineligible due to the nonrecipient stepparent's lump sum income, subsection (d) shall not apply.

(h) The lump sum income received by an individual required to be included in the standard filing unit under chapter 17-647 shall be considered available to the entire standard filing unit.

(i) When lump sum income is received by a member of the assistance unit who is not required to be included in the standard filing unit, the lump sum income shall be considered available to all the members of the assistance unit, except as follows:

- (1) If the individual requests that he or she and other members of the household for whom the individual is legally responsible, be terminated from financial assistance, the lump sum income shall not be attributed to the remaining members of the assistance unit beginning with the first month that the individual is not included; or
- (2) If the individual and other members of the household for whom the individual is legally responsible, are terminated from financial assistance prior to the month of receipt of the lump sum income, the eligibility of the other members of the assistance unit shall not be affected. [Eff 03/19/93; am 3/14/94; am 12/15/95; am 9/26/97; am 7/16/99; am 01/22/01] (Auth: HRS §346-14) (Imp: HRS §§346-14, 346-53; 45 C.F.R. §233.20)

§17-680-15 Processing split payments. (a) When an assistance unit is composed of individuals categorically eligible to receive assistance under the federally funded AFDC program and individuals receiving Supplemental Security Income (SSI), the department shall determine financial eligibility and the amount of

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the assistance payment separately for the AFDC program and the state AABD program.

(b) A single financial assistance payment shall be required in the following case situations:

- (1) When an assistance unit consists of a couple who are eligible to receive financial assistance in the state GA or AABD program, the department shall determine financial eligibility and the amount of the assistance payment as a couple;
- (2) When an assistance unit is composed of individuals categorically eligible to receive assistance under the state funded AFDC program and other individuals eligible for financial assistance under the state AABD program, the department shall determine financial eligibility as one assistance unit; and
- (3) When an assistance unit is composed of individuals categorically eligible to receive assistance under the AFDC program, the department shall determine financial eligibility as one assistance unit. [Eff 03/19/93; am 3/14/94; am 9/26/97; am 7/16/99; am 01/22/02] (Auth: HRS §346-14) (Imp: HRS §§346-14, 346-53; 45 C.F.R. §§233.10, 233.20, 233.90)

§§17-680-16 to 17-680-20 (Reserved).

SUBCHAPTER 3

FOOD STAMP PROVISIONS

§17-680-21 Definitions. As used in this subchapter:

"Allotment" means the total value of coupons a household is authorized to receive each month or during another time period.

"Beginning months" means the month the household applies for food stamps and the month thereafter. A beginning month cannot be any month which immediately follows a month in which a household is certified.

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"Disabled member" means any member of the household who:

- (1) Receives supplemental security income benefits under title XVI of the Social Security Act or disability or blindness payments under titles I, II, XIV, or XVI of the Social Security Act; or
- (2) Is a veteran with a service-connected or nonservice connected disability rated or paid as total by the Veterans Administration or is considered in need of regular aid and attendance or permanently housebound; or
- (3) Is a surviving spouse of a veteran and considered in need of aid and attendance or permanently housebound; or
- (4) Is a surviving child of a veteran and considered to be permanently incapable of self-support by the Veterans Administration; or
- (5) Is a surviving spouse or child of a veteran and entitled to compensation for a service-connected death or pension benefits for non-service-connected death by the Veterans Administration and has permanent disability. As used in this definition, "entitled" refers to those veterans' surviving spouses and surviving children who are receiving the compensation or pension benefits stated or have been approved for such payments but are not yet receiving them; or
- (6) Receives federally or state-administered supplemental benefits under section 1616(a) of the Social Security Act provided that the eligibility to receive the benefits is based upon the disability or blindness criteria used under title XVI of the Social Security Act; or
- (7) Receives federally or state-administered supplemental benefits under section 212(a) of Pub. L. No. 93-66 (42 U.S.C. §1382); or
- (8) Receives disability retirement benefits from a governmental agency because of a disability considered permanent under section 221(i) of the Social Security Act; or
- (9) Received an annuity payment under section 2(a)(1)(iv) of the Railroad Retirement Act of

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1974 and is determined to be eligible to receive medicare by the railroad retirement board; or

- (10) Receives an annuity payment under section 2(a)(1)(v) of the Railroad Retirement Act of 1974 and is determined to be disabled based upon the criteria used under title XVI of the Social Security Act; or
- (11) Is a recipient of disability related medical assistance under title XIX of the Social Security Act.

"Elderly member" means a member of a household who is sixty years of age or older or who is fifty-nine years old on the date of application but who will become sixty before the end of the month of application.

"Initial month" means the first month for which a household is certified for participation in the food stamp program following any period of more than one calendar month during which the household was not certified for participation.

"Month of application" means the calendar month in which a household submits its application to the department to obtain food stamps. [Eff 3/19/93; am 10/16/95] (Auth: HRS §346-14) (Imp: 7 C.F.R. §271.2)

§17-680-22 Determining eligibility prospectively.

(a) Eligibility for food stamp benefits shall be prospectively determined based on the branch's best estimate of the household composition, countable assets, income, and other eligibility factors which will exist in the payment month.

(b) With the exception of categorically eligible households as specified in section 17-663-143, the household shall be ineligible for food stamp benefits in any payment month the branch determines that the household's income exceeds the household's gross or net income limit, asset retention limit, or when the household fails to meet other eligibility factors except when the household is suspended under section 17-680-29. [Eff 3/19/93; am 2/7/94] (Auth: HRS §346-14) (Imp: 7 C.F.R. §273-21(f))

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§17-680-23 Households subject to prospective budgeting. Households that are exempt from the monthly eligibility reporting requirements under chapter 17-650 shall have their eligibility and benefits prospectively determined. These households are to be budgeted prospectively throughout their certification period unless a change in the household's circumstance results in the loss of the monthly eligibility reporting exemption. [Eff 3/19/93] (Auth: §346-14) (Imp: 7 C.F.R. §273,2(b))

§17-680-24 Households subject to retrospective budgeting. All other households who are not specifically exempt in section 17-680-23 are subject to retrospective budgeting. [Eff 3/19/93] (Auth: HRS §346-14) (Imp: 7 C.F.R. §273.21(b))

§17-680-25 Gross income eligibility standard.
(a) The gross income eligibility standard shall be used to determine eligibility for all households except households with an elderly or disabled member or households which are categorically eligible as provided in chapter 17-663.

(b) The gross income eligibility standard for the State shall be one hundred thirty per cent of the Office of Management and Budget's (OMB) nonfarm income poverty guideline prescribed for Hawaii.

(c) The department shall adjust the gross income eligibility standard in accordance with USDA figures without a public hearing. [Eff 3/19/93] (Auth: HRS §346-14) (Imp: 7 C.F.R. §273.9(a))

§17-680-26 Net income eligibility standard. (a) The net income eligibility standard shall be used to determine eligibility for all households except households which are categorically eligible as provided in chapter 17-663.

(b) The net income eligibility standard for the State shall be the OMB nonfarm income poverty guideline prescribed for Hawaii.

(c) The department shall adjust the net income eligibility standard in accordance with USDA figures

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without a public hearing. [Eff 3/19/93] (Auth: HRS §346-14) (Imp: 7 C.F.R. §273.9(a))

§17-680-27 Month of application. (a) A household's eligibility shall be determined for the month of application by considering the household's circumstances for the entire month of application. Most households shall have the eligibility determination based on circumstances for the entire calendar month in which the household filed its application.

(b) Applicant households consisting of residents of a public institution who apply jointly for SSI and food stamps prior to release from the public institution in accordance with section 17-655-29 shall have their eligibility determined from the month in which the applicant household is released from the institution.

(c) A household's benefit level for the initial month of certification shall be based on the day of the month it applies for benefits and the household shall receive benefits prorated from the day of application to the end of the month unless the applicant household consists of residents of a public institution, migrant or seasonal farmworkers.

(d) For households which apply for SSI prior to their release from a public institution in accordance with section 17-655-30, the household's benefit level for the initial month of certification shall be based on the date of the month the household is released from the institution to the end of the month.

(e) The branch shall prorate a household's benefits by using a standard thirty day calendar or fiscal month. A household applying on the thirty-first of a month shall be treated as though it applied on the thirtieth of the month. The branch shall determine the amount of the prorated allotment as follows:

- (1) The branch shall use either the appropriate food stamp allotment proration table provided by FNS or the following formula keeping in mind that the date of application for someone applying on the thirty-first of a month is the thirtieth: full month's benefits times (thirty-first minus date of application divided by thirty) equals allotment;

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- (2) After using the appropriate formula to determine the allotment, the branch shall round the product down if it ends in 1 to 99 cents; and
- (3) If the computation results in an allotment of less than \$10, then no issuance shall be made for the initial month.
- (f) Households which are certified using the expedited service procedures under chapter 17-647, and which apply for benefits after the fifteenth of the month, shall be certified for benefits under chapter 17-647.
- (g) Eligibility and the level of benefits for recertifications shall be determined by prospectively determining eligibility and, if eligible, determining the level of benefits as specified in sections 17-680-23 or 17-680-29.
- (h) The recertification process shall not break the retrospective cycle for retrospectively budgeted households when:
 - (1) An application for recertification is received in the first month following the month the household's certification period has expired. If the application is received in this first month, the household shall be entitled to its full month's worth of benefits;
 - (2) The monthly reporting household submits an application for recertification prior to the end of its certification period and is found ineligible for the first month following the end of the certification period due to a periodic increase in recurring income which is considered temporary. The branch shall:
 - (A) Certify the household;
 - (B) Suspend the household's issuance for one month;
 - (C) Continue to supply monthly reports to the household for one month;
 - (D) Issue full month's benefits on the household's normal issuance date, if the suspended household again becomes eligible in the subsequent month. The subsequent month shall not be an initial month; and

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- (E) Terminate the household, if the suspended household does not become eligible after one month; or
- (3) The household submits an application for recertification prior to the end of its certification period and is found eligible for the first month following the end of the certification period. That month shall not be an initial month.
 - (i) When a household is eligible for the month of application but ineligible in the subsequent month due to anticipated changes, the household shall be entitled to benefits for the month of application even if the processing of its application results in issuing benefits in the subsequent month.
 - (j) When a household is ineligible for the month of application but eligible for the subsequent month due to anticipated changes:
 - (1) The same application form shall be used to act on both the denial for the month of application and the determination of eligibility for the subsequent month;
 - (2) Benefits shall not be issued for the month prior to the start of the household's certification period; and
 - (3) The first month of issuance and the subsequent month shall be the beginning months and budgeted prospectively. [Eff 3/19/93; am 8/18/94; am 10/28/96] (Auth: HRS §346-14) (Imp: 7 C.F.R. §§273.10, 273.21; Pub. L. No. 104-193 (1996))

§17-680-28 Eligibility and benefit determination.

- (a) Households shall have their net income compared to the monthly income eligibility standards for the appropriate household size to determine eligibility for the month.
- (b) In addition to meeting the net income eligibility standards, households which do not contain an elderly or disabled member as defined in section 17-680-21 shall have their gross income compared to the gross monthly income standards for the appropriate household size to determine eligibility for the month.
- (c) For households considered destitute under chapter 17-663, the branch shall determine the

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household's eligibility by computing its gross and net income according to chapter 17-663 and comparing, as appropriate, either the gross and net or net income to the corresponding income eligibility standard in accordance with subsections (a) and (b).

(d) Except as provided in subsection (e) and section 17-680-27(c) and (d), the household's monthly allotment shall be equal to the thrifty food plan for the household's size reduced by thirty per cent of the household's net monthly income as calculated under chapter 17-676. After multiplying the net income by thirty per cent, the branch shall round the product up if it ends in cents prior to subtracting that amount from the thrifty food plan. This rounding method shall be used in all determinations of allotments.

(e) All eligible one and two person households shall receive a minimum monthly allotment of \$10.

(f) With the exception of households whose benefit determination are based on the categorical eligibility requirements under chapter 17-663, a household with three or more members, which is eligible by the gross income test, but which is entitled to no benefits, except because of the proration requirements of section 17-680-27(c) and (d) and the provision precluding issuances of less than \$10 in an initial month, the branch shall deny the household's application on the grounds that its net income exceeds the level at which benefits are issued. This refers to situations when after the net monthly income computation is completed, the household's monthly allotment for the month of application is zero.

(g) For those eligible households which are entitled to no benefits in their initial month of application, in accordance with section 17-680-27(c) and (d), but are entitled to the benefits in the subsequent month, the branch shall certify the households beginning with the month of application. The month of application shall be considered the first beginning month in the retrospective budgeting cycle.

(h) When a household's circumstances change and it becomes entitled to a different income eligibility standard, the branch shall apply the different standard under section 17-680-34. [Eff 3/19/93] (Auth: HRS §346-14) (Imp: 7 C. F.R. §§273.10(a), 273.10(e), 273.21)

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§17-680-29 Determining the household's level of benefits retrospectively after the beginning months.

(a) After the beginning months (month of application and the subsequent month) the household's level of benefits shall be based on the actual income which existed in the budget month and the best estimate of circumstances that will exist in the issuance month, except for the following:

- (1) The regular AFDC, GA, and state AABD programs shall be budgeted prospectively for all issuance months. (Supplemental financial assistance payments, given as corrective payments and intended for the month it is received and any additional assistance payments when received by the household, such as but not limited to special circumstance allowance payments issued for repair or replacement of household appliances shall be counted as income and shall be budgeted retrospectively once the household is in the retrospective cycle.) Any supplemental amount given as corrective payments intended for prior months shall be disregarded as a nonrecurring lump-sum payment. Any supplemental amount given as additional assistance payment shall be budgeted as income when received by the household;
- (2) The branch shall annualize self-employment income which is received other than monthly under the averaging income requirements of chapter 17-676. Except that households which receive self-employment income monthly from a farm operation but incur irregular expenses to produce such self-employment farm income shall be given the option to annualize the self-employment farm income and expenses over a twelve-month period;
- (3) The branch shall prorate income received by contract in less than one year over the period the income is intended to cover under the averaging income requirements of chapter 17-676 and the branch shall retrospectively budget the income. The prorated contract income shall not effect more benefit months

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than the number of months in the period over which it is prorated;

- (4) The branch shall prorate and budget retrospectively nonexcluded scholarships, deferred educational loans, and other educational grants over the period they are intended to cover under the averaging income requirements of chapter 17-676. The prorated educational income shall not effect more benefit months than the number of months in the period over which it is prorated;
- (5) The branch shall budget deductible expenses prorated over two or more months, except medical expenses, retrospectively, provided the deductions are not budgeted over more months than they are intended to cover, and the total amount deducted does not exceed the total amount of the expenses. Medical expenses shall be budgeted prospectively. The branch shall continue to allow deductions for expenses incurred even if billed on other than a monthly basis unless the household reports a change in the expense; and
- (6) The branch shall budget stable income regularly received as a single monthly payment for the month the income is intended to cover. The branch shall budget deductions regularly billed as a single monthly payment for the month the deductions are intended to cover.

(b) For the first and second payment months that retrospective budgeting is used, the branch shall not consider income from the budget month already considered for any payment month determined prospectively that has terminated. However, if the terminated income was not included in the prospective budget, it shall not be disregarded retrospectively.

(c) The branch shall suspend food stamp benefits for a corresponding payment month rather than suspending food stamp benefits in the budget month when the household's income or other circumstances in that budget month results in the household's ineligibility for food stamp benefits for that payment month only.

[Eff 3/19/93; am 2/7/94; am 10/13/95] (Auth: HRS §346-14) (Imp: 7 C.F.R. §273.21(g), (j))

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§17-680-30 Household responsibility to report changes. (a) Certified households not required to monthly report shall be required to report the following changes within ten days of the date the change becomes known to the household:

- (1) All changes in sources or amounts of gross monthly income of more than \$25 except changes in the financial assistance grant;
- (2) All changes in household composition such as the addition or loss of a household member;
- (3) Changes in residence and the resulting change in shelter costs;
- (4) The acquisition of a licensed vehicle not fully excluded under the asset policy in chapter 17-675;
- (5) When cash on hand, stocks, bonds, and money in a bank account or savings institution reach or exceed the total of \$2,000;
- (6) When a physically disabled person who received resource exclusion for a vehicle loses the disability during the certification period; and
- (7) Changes in the legal obligation to pay child support, including termination of the obligation when the child reaches an age at which the child support is no longer legally obligated. A household with less than a three-month record of child support payments shall be required to report changes greater than \$50 from the amount used in the most recent certification action.

(b) An applying household shall report all changes related to its food stamp eligibility and benefits at the certification interview. Changes, as provided in subsection (a), which occur after the interview but before the date of the notice of eligibility, shall be reported by the household as follows:

- (1) On the monthly eligibility report form for those required to monthly report; or
- (2) Within ten days of the date of the change for households not required to monthly report.

If the change is reported to the branch prior to the disposition of the application, the branch shall act

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upon the change in accordance with the procedures as stipulated in section 17-647-33(d).

(c) For households not required to monthly report changes may be reported in person, by telephone, or by mail. The branch shall document the date a change is reported, which is the date the branch receives the change report form or is advised of the change over the telephone or by a personal visit.

(d) Monthly reporting households shall report changes on the monthly eligibility report form.

(e) If the branch discovers that a household failed to report a change as required and received benefits for which it was not entitled, a claim for the benefits for which it was not entitled shall be filed against the household by the branch. If the discovery is made within the certification period, the household shall be entitled to the following notice requirements if benefits are reduced:

- (1) Nonmonthly reporting households shall be entitled to a notice of adverse action; or
- (2) Monthly reporting households shall be entitled to:
 - (A) An adequate notice if the change in circumstances was discovered within the monthly reporting system; or
 - (B) A notice of adverse action if the change in circumstances was discovered outside of the monthly reporting system.

(f) Individuals shall not be disqualified for failing to report a change without a determination of intentional program violation. However, an individual shall be disqualified in accordance with the intentional program violation disqualification under chapter 17-604.1 when found guilty of intentional program violation. A household shall not be held liable for a claim because of a change in household circumstances which it is not required to report under subsection (a) or under the monthly eligibility reporting requirements of chapter 17-650.

(g) Reporting requirements other than those in subsections (a) and (b) and the monthly eligibility reporting requirements of chapter 17-650 shall not be imposed upon the household.

- (1) A change report form and a postage paid envelope shall be provided to newly certified households not required to monthly report at

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the time of certification and at recertification if the household needs a new form. A new form shall be sent to the household whenever a change report form is returned by the household.

- (2) Although a household not required to monthly report shall be encouraged to complete and return the change form when a change is being reported, changes reported over the telephone or in person by the household shall be acted upon in the same manner as those reported on the change report form.
- (3) Households required to monthly report shall be provided with a monthly eligibility report form. This form shall be given to newly certified households at the time of certification if certification is made at such a time as not to generate one by the computer. [Eff 3/19/93; am 10/13/95; am 12/18/95]
(Auth: HRS §346-14) (Imp: 7 C.F.R. §§273.12(a), 273.12(b), 273.21)

§17-680-31 Branch action on changes. (a) The branch shall take prompt action on all changes to determine if the change affects the household's eligibility or allotment. However, during the certification period, the branch shall not act on changes in the medical expenses of households eligible for the medical expense deduction which it learns of from a source other than the household and which, in order to take action, require the branch to contact the household for verification. The branch shall only act on those changes in medical expenses that it learns about from a source other than the household if those changes are verified upon receipt and do not necessitate contact with the household. The branch shall document the date the change is reported, which is when the report form is actually received by the branch or when the branch was advised of the change by phone or by personal visit.

(b) For a household reporting anticipated changes, the change shall not be reflected in the household's food stamp allotment level prior to the month in which the reported change takes effect.

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(c) Even if the reported change does not affect a household's eligibility or allotment level, the change shall be documented in the case file and another report form shall be sent to the household. The household shall be notified of the receipt of the change form and effect of the change, if any, on its eligibility or allotment level.

(d) The branch shall also advise the household of additional verification requirements, if any, and state that failure to provide verification shall result in the termination of assistance if the household's correct eligibility cannot be determined by the branch.

(e) Restoration of lost allotment shall be provided to any household if the branch fails to take action on a change which increases the level of household allotment as provided in section 17-680-32. [Eff 3/19/93; am 10/13/95] (Auth: HRS §346-14) (Imp: 7 C.F.R. §273.12(c))

§17-680-32 Changes causing an increase in allotment. (a) For prospectively budgeted households, changes which result in an increase in a household's allotment other than changes described in subsection (b), the change shall take effect not later than the first allotment issued ten days after the date the change was reported to the branch. For example, a \$30 decrease in income reported on May 15 shall increase the household's June allotment. If the household's normal issuance cycle is on June 1, and a \$30 decrease in income is reported on May 28, the household's allotment shall be increased by July.

(b) For changes which result in an increase in a household's allotment due to the addition of a new household member who is not a member of another certified household or due to a decrease of \$50 or more in the household's gross monthly income, the branch shall make the changes effective not later than the first allotment issued ten days after the date the change was reported as follows:

- (1) These changes shall take effect not later than the month following the month in which the change is reported; and
- (2) If the change is reported after the twentieth of a month and it is too late for the branch to adjust the following month's allotment,

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the branch shall issue a supplementary ATP card or shall otherwise provide an opportunity for the household to obtain the increase in allotment by the tenth day of the following month, or by the household's normal issuance cycle in that month, whichever is later. For example, a household reporting a \$100 decrease in income at any time during May would have its June allotment increased. If the household reported the change after the May 20 and it was too late for the branch to adjust the ATP card normally issued on June 1, the branch shall issue a supplementary ATP card for the amount of the increase by June 10.

(c) For retrospectively budgeted households, changes which result in an increase in a household's allotment other than changes described in sections 17-680-34 and 17-680-35, the change shall take effect in the payment month as follows:

- (1) Changes in expenses shall be budgeted in the corresponding payment month from the month the expense became due;
- (2) If the household fails to timely report a change that would have resulted in an increase in the household's monthly food stamp allotment, the change shall take effect the next payment month after the month the change became known to the branch; and
- (3) The household shall not be eligible for lost benefits in any month in which the household failed to timely report the change to the branch.

(d) For prospectively budgeted households, the branch shall verify changes which result in an increase in a household's allotment as provided in chapter 17-647 prior to taking action on the change:

- (1) The household shall be given ten days from the date the change is reported to provide the verification; and
- (2) If the household provides the verification within this period, the branch shall take action on the changes within the timeframes specified in subsections (a) and (b) and the timeframe shall run from the date the change is reported; or

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- (3) If the household fails to provide the required verification within ten days after the change is reported but subsequently provides the verification at a later date, then the timeframes specified in subsections (a) and (b) for taking action on changes shall run from the date verification is provided rather than from the date the change is reported.

(e) For monthly reporting households, verification requirements as provided in chapter 17-650 shall be followed by the branch prior to issuing the next regular allotment to the household.

(f) In cases where the branch has determined that a household has refused to cooperate, the branch shall terminate the household's eligibility following the notice of adverse action or adequate notice if appropriate. [Eff 3/19/93] (Auth: HRS §346-14) (Imp: 7 C.F.R. §273.12(c))

§17-680-33 Changes causing a decrease in allotment. (a) For prospectively budgeted households, if the household's allotment decreases or the household becomes ineligible as the result of a change, a notice of adverse action shall be issued not later than ten days after the change was reported and:

- (1) The decrease in allotment or determination of ineligibility shall be made effective with the first regular monthly allotment issued after the ten-day notice of adverse action period has expired provided an administrative hearing and continuation of benefits have not been requested. For example, a change reported on September 27, which results in a decrease in the household's allotment would affect the November issuance; and
- (2) Any required verification shall be obtained prior to recertification.

(b) For retrospectively budgeted households, if the household's allotment decreases or the household becomes ineligible as a result of a change, other than as specified in sections 17-680-34 or 17-680-35, a notice of adverse action for changes that are reported by the household outside the monthly reporting requirements or an adequate notice for changes reported

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on the monthly eligibility report form shall be issued unless one of the exemptions to the notice of adverse action in chapter 17-649 applies. The notice shall be issued as follows:

- (1) The notice of adverse action to nonmonthly reporting households shall be issued ten days prior to the month that the change is to be effective; and
- (2) The adequate notice to monthly reporting households shall be issued so that the household receives it not later than either the date the resulting benefits are to be received or in place of the benefits if no benefits are to be issued.

(c) For retrospectively budgeted households, when a notice of adverse action is not used due to one of the exemptions in chapter 17-649, the decrease shall be made effective no later than the month following the change.

(d) For retrospectively budgeted households, the following procedures shall be followed in processing changes in expenses:

- (1) Changes in expenses shall be budgeted in the corresponding payment month from the month the expense was billed, provided the change was reported timely by the household;
- (2) If the change in expense was not reported timely by the household but the household continues to pay the decreased amount, the branch shall determine whether the household was overpaid as provided in chapter 17-683 for the months the household failed to report the change in expense; and
- (3) The branch shall reflect the change in expense for the household's current benefits effective the first month following the expiration of the notice requirements of subsection (b).

(e) For households required to monthly report the decrease in allotment or determination of ineligibility shall be effective for the corresponding issuance month from the month the change occurred or for the month a household is determined prospectively ineligible. [Eff 3/19/93] (Auth: HRS §346-14) (Imp: 7 C.F.R. §§273.12(c), 273.21(j))

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§17-680-34 Changes in household composition for prospectively and retrospectively budgeted households.

(a) When the household reports a new member, the branch shall:

- (1) Prospectively determine the household's eligibility by considering the income, deductible expenses, and assets of the new member as well as other factors of eligibility;
- (2) For households subject to retrospective budgeting, if the new member is not already certified to receive food stamps in another household, the household remains eligible, and the new member has met all program requirements, the branch shall include the new member in the household composition effective the month following the month in which the household reported the change. If the household failed to timely comply with the program requirements, the branch shall include the new member in the household composition effective the month following the month in which the household finally complies. The branch shall compute the household's allotment as follows:
 - (A) Prospectively budget the new member's income in the first issuance month that immediately follows the month in which the household reported the new member in as a household member and add it to the rest of the household's retrospected income except for military households as provided in chapter 17-663;
 - (B) Prospectively budget the new member's income for the subsequent issuance month and add it to the rest of the household's retrospected income for the subsequent month except as specified for military households as provided in chapter 17-663; and
 - (C) Retrospectively budget all income in the corresponding issuance month from the first month that the new member was included in the household's budget;

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- (3) For households who are subject to prospective budgeting and for those prospectively budgeted households who are to be converted to retrospective budgeting due to a change in its household composition, if the new member is not already certified to receive food stamps in another household and the new member has met all the program requirements, the branch shall include the new member in the household composition effective the month following the month in which the household reported the change. If the household failed to timely comply with the program requirements, the branch shall include the new member in the household composition effective the month following the month in which the household finally complies. The branch shall compute the household's allotment as follows:
 - (A) Prospectively budget the new member's income for the first two issuance months in which the new member is to be included as a member of the household and add it to the rest of the household's income. The original household shall remain subject to normal prospective budgeting procedures until retrospective budgeting can be based on a monthly report form; and
 - (B) Retrospectively budget all income in the corresponding issuance month from the first month that the new member was included in the household's budget.
- (4) If the individual has moved out of one household receiving food stamps within the State and into another with no break in participation, the branch shall include the individual and the individual's retrospectively budgeted income and deductible expenses in determining the issuance month's eligibility and benefit level for either the former household or the current household, but not both. In determining the issuance month eligibility and benefit level of the household into which the individual has moved, the branch shall disregard budget

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- month income received by the new member from a terminated source;
- (5) The branch shall not give retroactive benefits for new members when the household delayed in reporting the new member's addition to the household;
 - (6) If the household delayed in reporting a new member and the delay results in an overissuance, the branch shall process a claim under chapter 17-683. The first month that the household would have been affected had the household reported timely shall be the first month of claim;
 - (7) The branch shall add a previously excluded member who was disqualified for:
 - (A) An intentional program violation;
 - (B) Failing to comply with the department's work requirements;
 - (C) Failing to comply with the social security number requirements; or
 - (D) Being an ineligible alien; retrospectively to the household the month after the disqualification period ends. All other previously excluded members shall be added in accordance with the procedures in paragraphs (2) and (3).
- (b) When the household reports that a household member has left the household, the branch shall:
- (1) Prospectively determine the household's eligibility by considering the household composition, income, and resources for the first full issuance month that the former household member is no longer in the household, minus any income from the former household member;
 - (2) If the household remains eligible, the branch shall compute the household's allotment as follows:
 - (A) Retrospectively budget income from the remaining household members for the first full issuance month that the former household member is no longer in the household, minus any income from the former household member;

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- (B) Retrospectively budget the following month's income disregarding any income from the former household member;
- (3) The branch shall not give retroactive benefits for households who would otherwise have been eligible for increased benefits when the household delayed in reporting that a member left the household;
- (4) If the household delayed in reporting that a member left the household and the delay results in an overissuance, the branch shall process a claim under chapter 17-683. The first month of the claim shall be the first month the household would have been affected had the household reported timely. [Eff 3/19/93; am 2/7/94] (Auth: HRS §346-14 (Imp: 7 C.F.R. §§273.18(b), 273.21(j))

§17-680-35 Changes in income and resources for retrospectively budgeted households. (a) When the household reports a change in income, the branch shall:

- (1) Prospectively determine eligibility based on the household's income and circumstances as they are projected to exist in the issuance month;
 - (2) Prospectively budget the income change if the household is in the beginning months; and
 - (3) Retrospectively budget the income change if the household is in the retrospective budgeting cycle.
- (b) When a household reports that a household member has lost a source of income, the branch shall:
- (1) Exclude the individual's income from the terminated source in the following issuance month if the household is in the beginning months and its income is being budgeted prospectively;
 - (2) Exclude the individual's income from the terminated source from the beginning months (month of application and subsequent month) in the first and second months of retrospective budgeting; and
 - (3) Budget only that income received in the budget month to determine level of benefits for the issuance month, if the household is

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in the retrospective cycle with the exception that for households in receipt of financial assistance, income from a terminated source shall be disregarded in determining the level of benefits for the corresponding issuance month as long as the household reported the termination of the income on the monthly report form or earlier and which resulted in an increase in the financial assistance grant. The terminated income shall not be disregarded for food stamps if the financial assistance grant is unaffected, reduced, or terminated.

(c) If a household fails to timely report a change in its income that would have resulted in an increase in the household's monthly food stamp allotment, the change shall take effect in the next issuance month after the month in which the change became known to the branch. The household shall not be eligible for any lost benefits prior to the effective month of change. If the household failed to timely report the change in its income that results in either a decrease in the household's monthly food stamp allotment or ineligibility of food stamp benefits, the branch shall effectuate the change in accordance with the notice requirements as provided in chapter 17-649. The branch shall determine whether any overissuances have occurred as a result of the household's delay in reporting the change in income. If the delay in reporting the change results in an overissuance, the branch shall process the claim under chapter 17-683.

(d) When a household reports an increase in its assets which results in it exceeding the retention limit, the branch shall determine whether the assets are projected to exceed the retention limit in the corresponding issuance month from the budget month.

- (1) If the assets are projected to exceed the retention limit in the corresponding issuance month, the household shall be ineligible for the issuance month.
- (2) If the household is expected to dispose of the excess assets and not have countable excessive assets in the issuance month, the household shall be eligible for the payment month. [Eff 3/19/93; am 12/9/94] (Auth:

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HRS §346-14) (Imp: 7 C.F.R. §§273.12,
273.21)

§17-680-36 Households that change their reporting and budgeting status. (a) When a prospectively budgeted household timely reports a change in its situation that results in the household losing its exemption from the monthly reporting requirements, the branch shall take the following steps:

- (1) Inform the household of its new reporting requirements and the consequences for failing to comply with its new requirements;
- (2) Computer issue a monthly report form to the household in the month following the month the household timely reports the change; and
- (3) Explain the new budgeting process on how the household's benefits and eligibility will be determined.

(b) The household shall remain subject to normal prospective budgeting procedures until retrospective budgeting can be based on a monthly report. Therefore, the branch shall make any changes which it can make prospectively considering the notice of adverse action requirements until the issuance is based on a monthly report.

(c) If the branch discovers an unreported change that causes the household to lose its exemption from the monthly reporting requirements, in determining whether an overpayment has occurred, the branch shall establish the first retrospective month as the month following the first report month in which the household would have been required to submit a completed monthly report form had it reported the change timely in accordance with subsection (a)(2).

(d) When a household becomes exempt from the monthly reporting requirements as specified in section 17-650-9, the branch shall immediately notify the household of the following information within ten days of the date the branch becomes aware of the change:

- (1) The household is exempt from the monthly reporting requirements;
- (2) The household is no longer required to file any future monthly reports;
- (3) The household is exempt from retrospective budgeting;

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- (4) The household is now required to report changes in the household's circumstance within ten days of when the change becomes known to the household; and
- (5) The effective date the change in budgeting and new reporting requirements will take effect.

The branch shall begin determining the household's benefits prospectively in the first month that the household is no longer required to file a monthly report. [Eff 3/19/93; am 2/7/94] (Auth: HRS §346-14) (Imp: 7 C.F.R. §§273.12(c), 273.21(f))

§17-680-37 Households with a decrease in income due to failure to comply. (a) The branch shall ensure that there is no increase in food stamp benefits to households on which a penalty resulting in a decrease in income has been imposed for failure to comply with a Federal or State welfare program which is means-tested and distributes publicly funded benefits.

(b) The procedures for determining food stamp benefits when there is such a decrease in income are as follows:

- (1) When a recipient's benefits under a Federal or State means-tested program (such as but not limited to SSI, AFDC, GA) is decreased due to failure to comply, the branch shall identify that portion of the decrease which is a penalty. The penalty shall be that portion of the decrease specifically attributed to the repayment of benefits overpaid as a result of the household's failure to comply.
- (2) The branch shall calculate the food stamp benefits using the benefit amount which would be issued by that program if no penalty had been deducted from the recipient's benefit. [Eff 3/19/93; am 10/28/96] (Auth: HRS §346-14) (Imp: 7 C.F.R. §273.11(j); Pub. L. No. 104-193 (1996))

§17-680-38 Suspending monthly eligibility reporting households. (a) The branch shall suspend a household's issuance for one month if the household

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becomes temporarily ineligible due to a periodic increase in recurring income or other change not expected to continue in the subsequent month.

(b) The branch shall continue to supply monthly reports to the household for one month.

(c) If the suspended household again becomes eligible, the branch shall issue benefits on the household's normal issuance date.

(d) If the suspended household does not become eligible after one month, the branch shall terminate the household.

(e) If a household has been suspended or terminated based on an anticipated change in circumstances, the branch shall not count any noncontinuing circumstances which caused the prospective ineligibility when calculating the household's benefits retrospectively in a subsequent month. [Eff 3/19/93] (Auth: §HRS 346-14) (Imp: 7 C.F.R. §273.21(n))

§17-680-39 Thrifty food plan. (a) The thrifty food plan is the cost of the diet developed by the United States Department of Agriculture that includes specific food by quantity according to household size and income and is the basis for the allotment issued to eligible households.

(b) The department shall adjust the thrifty food plan in accordance with the USDA figures without a public hearing. [Eff 3/19/93] (Auth: HRS §346-14) (Imp: 7 C.F.R. §§271.2, 273.10(e))

§§17-680-40 to 17-680-44 (Reserved).

SUBCHAPTER 4

MEDICAL ASSISTANCE PROVISIONS

§17-680-45 Repealed. [R 8/1/94]

§17-680-46 Repealed. [R 8/1/94]

§17-680-47 Repealed. [R 8/1/94]

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§17-680-48 Repealed. [R 8/1/94]

§17-680-49 Repealed. [R 8/1/94]

§17-680-50 Repealed. [R 8/1/94]